

**Commonwealth of Massachusetts  
Executive Office of Public Safety & Security  
Office of Grants & Research**



**State Fiscal Year 2023  
Massachusetts Municipal Public Safety Staffing Program  
Police and Fire  
Availability of Grant Funds**

**Release Date: Thursday, September 15th, 2022**

**Eligibility**

**Eligible applicants are limited to:** communities that have populations of at least 60,000 and demonstrate that their police departments had an operating budget per capita of less than \$200 in 2010

**Deadlines**

**Applications are due by Thursday, October 13th, 2022, 4:00 p.m.**  
(See "[Submission Checklist/Helpful Hints](#)")

**Charles D. Baker  
Governor**

**Karyn E. Polito  
Lieutenant Governor**

**Terrence M. Reidy  
Secretary**

**Kevin J. Stanton  
Executive Director**

**Commonwealth of Massachusetts**  
**Executive Office of Public Safety and Security**  
**Office of Grants and Research**

**SFY23 Massachusetts Municipal Public Safety Staffing Program**  
**Police and Fire**  
**Availability of Grant Funds**

**A. Overview**

The Office of Grants and Research is pleased to announce the Availability of Grant Funds for the SFY23 Massachusetts Municipal Public Safety Staffing Program. The intent of this grant program is to assist eligible municipalities to maintain public safety and emergency response services by helping to address **police and/or fire** department staffing shortfalls. Funds are authorized under a reserve to support municipal improvements under Chapter 24 of the Commonwealth of Massachusetts' General Appropriations Act of 2022.

Due to an increase in funding, applicants can apply for up to 5% more than their SFY22 award.

**B. Key Dates**

Solicitation Posted: **Thursday, September 15<sup>th</sup>, 2022**  
 Application Deadline: **Thursday, October 13<sup>th</sup>, 2022, 4:00 p.m.**  
 Anticipated Award Announcements: **December 2022**  
 Anticipated Grant Period: **January 1, 2023 – December 31, 2023**

**C. Applicant Eligibility**

Per legislative language, only the ten communities listed below are eligible to apply for funding:

<b>Massachusetts Department of Revenue Division of Local Services Municipal Databank/Local Aid Section</b>			
<b>Municipality- DOR Code</b>	<b>Census 2010 Population</b>	<b>FY 2010 Police Department Expenditure<sup>1</sup></b>	<b>Per Capita Expenditure</b>
LOWELL-160	106,519	\$19,414,966	\$182.27
BROCKTON-44	93,810	\$17,370,071	\$185.16
LYNN-163	90,329	\$16,732,413	\$185.24
FALL RIVER-95	88,857	\$15,252,488	\$171.65
NEWTON-207	85,146	\$14,071,461	\$165.26
LAWRENCE-149	76,377	\$12,792,247	\$167.49
SOMERVILLE-274	75,754	\$12,500,233	\$165.01
FRAMINGHAM-100	68,318	\$10,471,060	\$153.27
HAVERHILL-128	60,879	\$8,604,135	\$141.33
MALDEN-165	59,561	\$8,618,741	\$144.70

The funds are for both *public safety and emergency staffing* thus allowing municipalities to utilize funds for **police** and/or **fire** needs. The Mayor/City Manager for each municipality must determine whether applications for funding will be submitted for police and/or fire, and how much will be appropriated to the respective department.

<sup>1</sup> Source: Division of Local Services Communities at a Glance Summary Reports, Schedule A-Actual Revenues and Expenditures (p. 3)

## D. Funding Purposes

Funding may be requested for the following purposes:

- To restore laid off sworn police officers and/or firefighters;
- To retain police officers/firefighters that would otherwise be laid off during the current fiscal year if not for this funding;
- To restore police/fire staffing levels due to attrition and other reasons;
- To restore or retain civilian employees working at the police and/or fire department; and/or
- For overtime necessary to provide adequate shift coverage and/or to maintain staffing levels.

## E. How to Apply/Application Requirements

### 1. Complete Attachment A (for Police) and/or Attachment B (for Fire).

Please complete all sections of the grant application-Attachment A and/or Attachment B and submit electronically via email as an unsigned PDF to: [emily.fontaine@mass.gov](mailto:emily.fontaine@mass.gov). Please also submit a signed copy with an acceptable electronic signature or handwritten signature signed and scanned.

- **Acceptable forms of electronic signature:** *Electronic signature that is either: a. Hand drawn using a mouse or finger if working from a touch screen device; or b. An uploaded picture of the signatory's hand drawn signature 3. Electronic signatures affixed using a digital tool such as Adobe Sign or DocuSign. If using an electronic signature, the signature must be visible, include the signatory's name and title, and must be accompanied by a signature date.*
- If a municipality chooses to request funding for both police *and* fire, two separate applications (Attachments A *and* B) must be completed as instructed.
- If a municipality chooses to request funding for only one department (police *or* fire), the appropriate application (Attachment A *or* B) must be completed and submitted as instructed.

### 2. Complete and Submit Attachment C (Excel Budget Spreadsheets)

- Each application (Attachment A and B) must be accompanied by a completed Attachment C (Excel Budget Spreadsheets). Please complete the summary and detail for all proposed costs. The worksheet labeled "Budget Summary" will automatically be updated as the proposed costs are added to the second worksheet, labeled "Detailed Budget." Instructions are provided on the Detailed Budget worksheet. Applications that combine budgets for both police and fire will not be accepted.

Allowable Budget Cost Categories	Definitions and Required Documentation for Proposal
<i>Personnel</i>	<ul style="list-style-type: none"> <li>▪ Full- or part-time regular salaried employees working on the grant.</li> </ul>
<i>Fringe</i>	<ul style="list-style-type: none"> <li>▪ Based on federally negotiated rate agreement <i>or</i> established formula by sub-recipient's accountant, comptroller or human resource unit. Costs are limited to the employer's share of life insurance, health insurance, social security, pension, unemployment and workers compensation costs.</li> <li>▪ Include copy of approved or audited rate with the application.</li> <li>▪ If applicant does not have a federally approved or audited rate, actual known costs <i>must be itemized</i> by type and include rate computations in this section of the budget forms.</li> </ul>
<i>Overtime</i>	<ul style="list-style-type: none"> <li>▪ Allowable for sworn uniform personnel working on the grant.</li> </ul>
<i>Other</i>	<p>Costs listed in this category may include direct costs relevant to the proposed project and/or organization that cannot be listed within the aforementioned cost categories. Costs in this category may include:</p> <ul style="list-style-type: none"> <li>▪ <i>Direct</i> costs associated with new hires such as phone, uniforms, etc.</li> <li>▪ <i>Support</i> costs such as recruitment expenses for new hires, training, etc.</li> <li>▪ <i>Supplies</i> for new hires (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).</li> </ul>

**3. Complete Attachment D (Budget Narrative) for each application.**

**4. Complete Attachment E OGR Subrecipient Risk Assessment Form**

**5. Applicants must submit the additional information below:**

- If fringe costs are proposed, please attach a copy of the federally approved rate agreement, or a copy of the audited rate prepared by the applicant's fiscal contact, comptroller, or HR.

**Grant Review Process**

OGR intends to carry out a fair and transparent process for reviewing all applications. This process will be facilitated by the OGR in consultation with EOPSS.

**Notification of Awards**

Awards will be approved by the Executive Director of OGR and Secretary of Public Safety and Security. It is anticipated that award announcements will be made in December 2022.

**Payments**

It is anticipated that payments will be made in two installments throughout the grant cycle. However, sub-recipients will be required to report to OGR on a quarterly basis. Failure to comply with the grant's programmatic and/or fiscal reporting requirements will result in delays in the issuance of reimbursements and/or non-payment.

**Post-Award Reporting Requirements**

Sub-recipients will be required to strictly comply with all OGR reporting requirements which include but not limited to submitting quarterly financial and programmatic reporting forms, and cooperation with desk reviews and/or site visits. Non-compliance with programmatic and/or reporting requirements such as late or delinquent report submission, missing required supporting documentation and the like, may result in the termination of an award. Details regarding grant compliance, forms and reporting requirements will be provided at the time of contracting. **Note: all SFY22 funded municipalities must be in compliance with all programmatic and fiscal reporting requirements in order to receive a SFY23 grant award.**

## Reporting Alleged Waste, Fraud and Abuse

It is the responsibility of the sub-recipient to report alleged Waste, Fraud or Abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with legislative statutes, related laws and regulations, appropriate guidelines for purposes of the grant. Reports should be made to the Massachusetts Inspector General or State Auditor.

Office of the Inspector General  
John W. McCormack State Office Building  
One Ashburton Place, Room 1311  
Boston, MA 02108  
800-322-1323  
[MA\\_OIG@maoig.net](mailto:MA_OIG@maoig.net)

Office of the State Auditor  
Massachusetts State House, Room 230  
Boston, MA 02133  
617-727-2075  
[Auditor@SAO.state.ma.us](mailto:Auditor@SAO.state.ma.us)

### F. Submission Checklist/Helpful Hints

- **Submit all attachments electronically to [Emily.fontaine@mass.gov](mailto:Emily.fontaine@mass.gov)**
  - *No hard copies are required*
  - One fillable, electronically *signed* PDF version of Attachment A and/or Attachment B, or if signing with a handwritten signature, please email both the signature page as a scanned document and the entire fillable PDF.  
*Acceptable forms of electronic signature: Electronic signature that is either: a. Hand drawn using a mouse or finger if working from a touch screen device; or b. An uploaded picture of the signatory's hand drawn signature 3. Electronic signatures affixed using a digital tool such as Adobe Sign or DocuSign. If using an electronic signature, the signature must be visible, include the signatory's name and title, and must be accompanied by a signature date.*
  - Attachment C (excel), Attachment D (PDF), and Attachment E (PDF)

\*Late submissions will not be accepted.

**Applications must be received, via email attachment, no later than Thursday, October 13th, 2022, 4:00 p.m.**

*All electronic submissions will receive an email confirmation for your records. If you do not receive an email confirmation within 24 hours, please call or email Emily (Fontaine) Haines at 617-725-3313, [Emily.fontaine@mass.gov](mailto:Emily.fontaine@mass.gov)*